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ABSTRACT

This report arose from a legislative directive that crime on public school campuses be studied. The study describes criminal behavior occurring on public school campuses in Texas. Data collection was limited to selected behaviors happening on school campuses in 50 districts from September through November 1994. Crimes committed by students or others associated with the school but that did not occur on campus were excluded. An incident reporting form, developed specifically for this study, collected detailed information about criminal behaviors, the victims of these behaviors, and the offenders themselves. Additional details recorded such information as the time, location, and nature of the crime; whether or not weapons were involved and, if so, what type; circumstances related to gangs, drugs, or alcohol, the age and gender of the offender and victim (if any); and injuries received. Appendix B contains a copy of the form. The school crime data are presented by district type (urban, suburban, and others) and by campus type. A general impression of the report's findings indicate that public school adolescents and teenagers--particularly male youths in suburban school districts--are treating one another badly. Over half of all reported offenses are captured in the two categories of simple assault and disorderly conduct. Three appendices include a list of participating school districts, a copy of the data collection instrument, and the instruction manual. (RJM)

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Texas Independent School District Crime Report

Texas Education Agency

April 1995

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April 1995

The Honorable Bob Bullock
Lieutenant Governor of Texas

Senate Resolution 879, 73rd Texas Legislature, directs the Texas Department of Public Safety and Texas Education Agency to conduct a study of crime on public school campuses, and to collaborate in developing a crime reporting system for schools. The *Texas Independent School District Crime Report* presents summary information on crimes reported by a sample of school districts participating in a study conducted between September and November 1994. School crime data are presented by district type (urban, suburban, nonmetropolitan, and rural) and campus type (high school, middle/junior high school, elementary school, and combined elementary/secondary school).

The report also provides an overview of approaches to statewide reporting of school crime information. The options range from relying on data currently reported through the existing statewide education and crime reporting information systems, to modifying existing systems to provide additional information, to developing a new school-based crime reporting system. Modifying existing systems or creating a new system would provide progressively more comprehensive information about school crime, but at a cost to the state and to local police departments or school districts.

Respectfully submitted,

Mike Moses
Commissioner of Education

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Texas Independent School District Crime Report

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EXECUTIVE SUMMARY

Background

Senate Resolution 879, 73rd Texas Legislature, directed the Texas Department of Public Safety (DPS) "to determine underreported areas of the state and conduct a random sampling of incidents of crime on public school campuses in those areas." The resolution further directed that the Texas Education Agency (TEA) and DPS collaborate on "develop[ing] a statewide uniform crime reporting system for use by school districts to uniformly report incident-based campus crime." Juvenile delinquency and criminal behavior are linked to under-achievement in school, emphasizing the need to insure academic success to deter such behavior. The State Board of Education focus on student achievement is consistent with these findings.

Survey Information

Fifty districts — including both volunteers and randomly selected sites — participated in a school crime survey for a three-month period in the fall of 1994. Six of the largest districts in the state agreed to participate in the study and five were able to fulfill all study requirements. Another 45 districts were included on the basis of random selection within stratified groups based on district size. Instances of criminal behaviors occurring in the months of September through November 1994 were reported to the DPS/Uniform Crime Reporting (UCR) section on the data collection instrument.

Districts reported on the frequency, nature, time, location, victims, and consequences of criminal behaviors on public school campuses. Crimes committed on campuses outside the regular school day *were* included; those committed by students or others associated with the schools that did *not* actually occur on campus were excluded from data collection.

Strict quality control measures were taken at every point in the project. All participating school districts were given a four-hour on-site training session conducted by a DPS/UCR trainer and were required to adhere to study policies and guidelines. Additionally, DPS/UCR staff conducted checks before, during, and after the data entry process to ensure validity of the information.

Data Interpretation Issues

Because the state's largest districts participated, the survey covered a much higher percentage of students than of districts. The crime survey data reflect on-campus behaviors of a total of 887,641 students out of about 3.6 million statewide (about 25%), and include 1,371 campuses out of 6,343 statewide (about 22%), and 50 school districts out of 1,046 statewide (about 5%).

Urban districts were over-represented in the sample. Specifically, about 3% of the 1,046 districts in 1993-94 were considered urban (major urban and other central city districts). In contrast, 20% of the districts in the DPS sample are urban.

Students in participating districts were not representative of the ethnic distribution of students statewide. Specifically, statewide in 1993-94, 52% of the enrolled public school students were ethnic minorities; in the DPS sample, 69% are ethnic minorities. African Americans and Hispanics are over-represented in the DPS sample relative to all students, and non-Hispanic whites are under-represented.

The three months covered by the survey appeared representative of the school year as a whole. Based on a limited set of available data at DPS/UCR, approximately one-third of all campus crimes occur during the first quarter of the year (e.g., September through November). Thus, September through November was considered a representative "window" for collecting data.

Findings Resulting from Survey

Information about on-campus crimes. Highlights about the number, nature, time, and location of crimes are summarized below.

★ *About one-third (36%) of the campuses included in the survey did not report any crimes during the reporting period.*

★ *Crime frequency was actually lower in the largest districts in this sample than would be expected on the basis of chance alone.* Although half of all reported crimes during the survey period occurred in very large districts (those with enrollments of over 50,000 students), almost two-thirds of all students in the sample (about 62%) were in these same districts.

★ *About one-third (34%) of all reported incidents occurred before or after school hours or when school was closed.* Only 40% of all reported incidents occurred during class and only 27% of all reported incidents physically took place in classrooms, a relatively low frequency considering that students

spend most of their school day in classrooms. Even though classrooms were the most common location for reported incidents, the *relative* frequency is low and presumably reflects the greater supervision of the classroom.

★ *Most of the reported offenses involved no weapons.* Of those that did, hands, fists, and feet were the weapons most commonly used while firearms of any kind (handgun, shotgun, etc.) were very rarely used. The most common offenses were simple assaults and disorderly conduct.

★ *Over 16% of the offenders were **not** authorized to be on campus. In this survey, students comprise the vast majority of both offenders (88%) and victims (88%).*

"School crime" means different things in different types of districts and on campuses of different grade levels.

★ *The greatest portion (79%) of all reported incidents occurred on secondary (high school and middle school) campuses, regardless of district type.*

★ *Compared to non-suburban districts, suburban districts had higher percentages of incidents occurring during class hours (about 47%) and in classrooms (about 34%).*

★ *Middle and high schools had higher frequencies of incidents reported during class hours than elementary schools.*

★ *Half (50%) of all incidents reported to have occurred when schools were closed took place on elementary campuses, which suggests that they are equally vulnerable to certain types of crimes as are high schools and middle schools.*

★ *A small percentage of reported incidents were gang-related. No gang-related incidents were reported on rural campuses, while 79% of such incidents were reported on urban campuses.*

★ *Sports events were associated with fewer than 2% of the 8,352 reported incidents.*

Implications for Crime Reporting and the Broader Educational System

Information needs within and across the local and state levels regarding school crime vary, despite some obvious overlap.

★ *At the local level, campus and district officials and local law enforcement personnel need relatively fine-grained information* about which students are involved in incidents, what kinds of incidents are occurring when, where incidents are taking place, and so forth. For example, plans to reduce extensive after-hours theft and vandalism would differ from those designed to reduce high rates of disorderly conduct during class hours.

★ *At the state level, information needs are by definition more global and reflect concern for policy decisions*, such as enrollment and funding for alternative education programs, administration of federal crime prevention program funds, trends in criminal activity statewide, and campus and district performance under the state accountability system.

Existing data collection systems contain information relevant to crime on campuses and among school-age persons, and further capacity can be built into these systems to maximize utility at the state level.

★ The Texas Education Agency already collects information from school districts at the individual student, campus, and the district level through the Public Education Information Management System (PEIMS). *Two new data elements in PEIMS, collected beginning with the 1993-94 school year, provide information for state-level examination of some of the issues identified in this report while minimizing the reporting burden at the local level,* particularly when viewed in combination with other extant state-level data. The new PEIMS information identifies students who drop out after expulsion for criminal behavior, and identifies campuses that serve as alternative schools providing disciplinary interventions for suspended or expelled students.

★ *Incident-level reporting is not consistent with the intent or structure of PEIMS. However, PEIMS student data reporting could be expanded to include discipline information such as suspensions and expulsions.*

★ Eleven Texas school district police departments participated in the Uniform Crime Reporting System (UCR) by reporting summary information about campus crimes to DPS in 1993. All police departments report UCR summary arrest data by age, allowing analysis of arrest trends among school-age persons.

★ State law enforcement agencies are converting to the Texas Incident-Based Reporting System (TIBRS), in which every incident is reported in detail rather than on a summary basis. *By including a field where school identifying information can be recorded on the incident report, crimes committed on school property that are reported to the local police department could be identified. Other modifications might include the addition of school-specific information for school crimes. Including this up front, as increasing numbers of local law enforcement agencies convert to TIBRS, will result over time in a state-level picture of more serious campus-based crime.*

★ The survey described in this report represents a model of another option for collecting school crime information directly from schools through a new reporting system specific to school crime.

★ Under either scenario of expanding existing systems or constructing new ones, *care must be taken to build in appropriate shared or common data elements so that TEA and DPS will have the capacity to quickly and easily cross-reference data files*, providing more information to policymakers for strategic planning and development of systems-level interventions.

INTRODUCTION

A recent Policy Research Report (TEA, 1994) noted that, "While overall crime rates in Texas are decreasing, violent crime rates among juveniles are on the increase. Surveys conducted nationally and in Texas show a strong perception by educators that crime in schools is increasing." The report highlights major themes emerging from state-level efforts to address the problems of juvenile crime and crime in the schools, including the exchange of information among schools, law enforcement, and juvenile probation agencies, and the need for accurate record keeping and reporting of misconduct at school, particularly criminal misconduct.

One significant state-level initiative is Senate Resolution 879, passed during the 73rd session of the Texas Legislature. The resolution directed the Texas Department of Public Safety (DPS) to collect information on crimes that occur on public school campuses, and for DPS and the Texas Education Agency (TEA) to use the resulting information to develop a statewide school crime reporting system.

In response to the resolution, the Uniform Crime Reporting section of DPS, with input from TEA, the Texas Juvenile Probation Commission and consultants from Sam Houston State University, developed a survey instrument to collect crime information on an incident basis from selected school districts. This report describes results from the survey and considers some potential courses of action in response to those results.

DESCRIPTION OF THE STUDY

Purpose

The purpose of the study was to obtain a representative view of criminal behaviors occurring on public school campuses in Texas. Data collection was limited to selected behaviors occurring on school campuses in 50 districts from September through November 1994. Crimes committed by students or others associated with the school that did *not* occur on campus were excluded.

Participants

A total of 50 districts containing 1,371 campuses, 887,641 students, and 105,958 staff participated in the study. These counts reflect fewer than 5% of all districts in the state, over 21% of all campuses, and about 25% of all students.

Commitments to participate were obtained from six of the state's largest districts, each with enrollments of over 50,000 students (one of these was eventually eliminated from the study because of insufficient record keeping). To represent the eight remaining enrollment categories commonly used by TEA to gauge district size, a random sample of districts was drawn from each size category for inclusion in the study. Clusters of districts were drawn so that replacement districts — if needed — were available at the start of the study. Districts in the smallest size category, with under 500 students enrolled, were intentionally oversampled to help balance the numbers of students included in each category. The list of participating districts is included in Appendix A.

Instrumentation

An incident reporting form was developed by DPS/UCR, with input from TEA, the Texas Juvenile Probation Commission and consultants from Sam Houston State University. The form collected detailed information about criminal behaviors, the victims of these behaviors, and the offenders themselves. Details recorded on the survey form included the time, location, and nature of the crime; whether or not weapons were involved and if so, what type; circumstances related to gangs, drugs, or alcohol; the age and gender of the offender and victim (if any); injuries received; and so forth. Readers are reminded that multiple offenses can occur in a single incident and that there can be multiple offenders in an incident. A copy of the form is included in Appendix B.

Methods

Data collection using the survey form took place in participating districts throughout the months of September through November 1994. Data previously available to DPS/UCR indicated that this time period would accurately represent the distribution of criminal behaviors on campus throughout the school year: About one-third (32%) of annual criminal behaviors occurred during the three sample months in 11 districts whose police departments reported summary information to DPS/UCR on a monthly basis in 1993.

Because of the complexity of information requested and the general lack of familiarity on the part of school personnel with incident-based data collection, quality control was built into the project at every point of data collection and analysis by using sound technical procedures and precautions. The specific measures taken included:

- ★ Staff in participating districts were provided with four hours of on-site training by a DPS/UCR trainer that covered the purpose of the study; UCR policy and guidelines including information on jurisdiction and operational definitions; and how to accurately complete the data collection instrument.

- ★ Participants were furnished with a handbook prepared by DPS/UCR that was used during the course of training and that served as a reference manual after training. Districts were informed that adherence to DPS/UCR policies and guidelines was a mandatory condition of participation. See Appendix C for a copy of the handbook.

- ★ Contact information was provided so that school personnel could direct questions to appropriate DPS/UCR staff for technical assistance during the course of the data collection period.

- ★ Raw data — the original, completed forms — were reviewed by DPS staff to determine if all appropriate items were completed and within logical tolerances. Reports in need of correction were typically returned to the pertinent districts for updating, although in some instances only a telephone call was needed for clarification.

- ★ As with any large-scale data entry process, multiple quality control checks were applied to data upon entry into the DPS computer system (e.g., field edits for accuracy of entry and cross edits to check validity).

Data Interpretation Issues

In any sampling, some features of the phenomenon sampled will be more representative than others. This makes it necessary to interpret sample results with caution.

Coverage of the public education system was more extensive at the individual student level than at the district level. The crime survey data reflect on-campus criminal behaviors of a total of 887,641 students out of about 3.6 million statewide (about 25%), and include 1,371 campuses out of 6,343 statewide (about 22%), and 50 school districts out of 1,046 statewide (about 5%).

Types of districts in the sample were not representative of all districts in Texas. Specifically, about 3% of the 1,046 districts in 1993-94 were considered urban (major urban and other central city districts). In contrast, 20% of the districts in the DPS sample are so categorized. A similar discrepancy exists at the student level: nearly 72% of the students in the DPS sample are in urban districts while only 34% of all Texas students are enrolled in urban districts.

The students in participating districts were not representative of the ethnic distribution of students statewide. Specifically, statewide in 1993-94, 52% of the enrolled public school students were ethnic minorities; in the DPS sample, 69% were ethnic minorities. African Americans and Hispanics were over-represented in the DPS sample, and non-Hispanic whites were under-represented. In light of the non-representativeness of the sample, analyses of incident or offense data in terms of student ethnicity were not conducted.

The data collection time period appeared representative of the distribution of campus crime over time. Based on a limited set of available data at DPS/UCR, approximately one-third of all campus crimes occur during the first quarter of the year (e.g., September through November). Thus, the period of September through November was considered a representative "window" for collecting data.

The range of criminal behaviors covered by the survey was wide but not exhaustive. For example, no data were collected about fraud, prostitution, and other types of criminal misconduct that, in the opinion of persons developing the data collection instrument, were low-frequency events on school campuses that would be relatively difficult to capture in this study. The information expected to result from collecting such data was deemed too minimal to warrant lengthening the form, increasing the data reporting burden on school staff, and increasing the training burden upon DPS staff.

Campus administrators acknowledged wide variation in their practices as to when crimes are actually reported to police (versus crimes being reported on the data collection instrument for study purposes). It is safe to assume that local law enforcement authorities would not be aware of all of the crimes reported in this survey.

FINDINGS

This section of the report summarizes survey findings concerning offenses, victims, and offenders. In general, the portrait that emerges from the data is one of students whose adolescence is more tumultuous than most adults either anticipate or comprehend. In very oversimplified terms, Texas public school adolescents and teenagers

— particularly male youths in suburban school districts — are treating one another badly: over half of all reported offenses are captured in the two categories of simple assault and disorderly conduct; the majority of both victims and offenders are male; the majority are between the ages of 12 and 18; and the most common weapons, when any are used, are hands, fists, and feet.

From a developmental perspective, the prevalence of these problems means, by definition, that needs of adolescents and teens are not being adequately met. One can of course question whether it is the responsibility of the public schools to meet *all* the developmental needs of school-aged students; parents and an array of state and local agencies all make critical contributions to the growth and well-being of Texas youths. Nonetheless, the data reported in this section give rise to questions about the adequacy and appropriateness of the programs and services available to the school-aged population.

Number of Incidents by District Type and Campus Type

Tables 1 and 2 on Page 12 show what one would logically expect: higher numbers of incidents occur where the greatest numbers of students were surveyed, i.e., on campuses of all types in urban districts. Accurate comparisons of incidents by district type require examination of incident rates per 10,000 persons (including students, teachers, and staff, since any of these could be party to an incident).

When incident rates are examined, the most notable finding is that the rate of 69 incidents per 10,000 persons in the large, urban districts is lower than the rates reported in moderately sized, primarily non-urban districts. In those districts with enrollments of anywhere from 5,000 to 49,999 students, the incident rates ranged from 115 to 111 incidents per 10,000 persons. Campuses in the smallest, predominantly rural districts had the fewest number of incidents, overall, but yielded insufficient data for reliable rate estimates.

In a similar vein, high schools and middle schools reported a higher proportion of incidents than would be expected on the basis of the kinds of campuses surveyed, while elementary schools reported a lower proportion of incidents than would be expected. Campus types were drawn from the TEA Academic Excellence Indicator System files and include elementary, middle, high school, and "combined" elementary/secondary campuses, with a kindergarten through grade 12 campus as the most common example. The reader is advised that some campuses not readily classifiable within these categories were dropped from Table 2, such that 218 incidents are not accounted for within the tabulation (only 8,134 out of the 8,352 incidents from Table 1 are included in Table 2).

The pattern of offenses by campus type in rural districts does not follow that of other types of districts. Rural high schools reported the majority of incidents (62%) and elementary schools reported very few (2%), while elsewhere high schools and middles schools reported nearly equal percentages of crimes. Since rural districts are underrepresented in the survey, the actual pattern of crimes by campus type statewide might be influenced by the pattern in rural schools.

Common Offenses and Number of Offenders

During the survey period, a total of 9,505 offenses were reported (recall that more than one offense can occur in an incident). The most common offense (38%) was simple assault; second was disorderly conduct (14%), and third was vandalism

Table 1. Incident Rates by District Enrollment Categories

District Enrollment	Number of Incidents	Percent of All Incidents	Number of Students Covered	Percent of Students Covered	Number of Incidents per 10,000 in District	More or Less Than Expected?
Over 50,000	4.214	51%	546,419	62%	69	Less
25,000 - 49,999	2.207	26%	178,080	20%	111	More
10,000 - 24,999	1.243	15%	94,285	11%	115	More
5,000 - 9,999	397	5%	30,796	4%	114	More
3,000 - 4,999	99	1%	15,813	2%	56	Less
1,600 - 2,999	91	1%	10,036	1%	80	Same
1,000 - 1,599	29	<1%	5,991	1%	43	*
500 - 999	53	1%	3,291	<1%	141	*
Less Than 500	19	<1%	2,930	<1%	56	*

Table 2. Incidents By District (ISD) and Campus Types

Campus Type	Urban ISDs Number	%	Suburban ISDs Number	%	Non-Metropolitan ISDs Number	%	Rural ISDs Number	%	Total Number	Total Percent
Elementary	872	17	460	19	69	16	1	2	1,402	17
Middle	1,967	37	995	42	175	41	6	14	3,143	39
High	2,129	40	901	38	181	42	26	62	3,237	40
Combined	301	6	40	2	2	1	9	21	352	4
Total	5,269	100	2,396	100	427	100	42	100	8,134	100

Table 3. Common Offenses and Number of Offenders Taken into Custody for Such Offenses

Offense	Number of Cases Reported	Number of Offenders Taken Into Custody
Simple Assault	3,608	1,230
Disorderly Conduct	1,348	1,002
Vandalism	1,131	143
Theft From Buildings	673	58
Trespass of Real Property	391	204
Intimidation	372	62
Possession of Marijuana	349	313

(12%). Operational definitions of each offense are included in the DPS/UCR participant handbook (see Appendix C). Corresponding to these offenses, a total of 3,785 offenders were taken into custody. Simple assault was the most common offense for which offenders were taken into custody (32%), followed by disorderly conduct (26%). Offenders who were in possession of marijuana had the highest rate of being taken into custody relative to the number of offenses committed (313 to 349). Table 3 provides data on the seven most common offenses.

Assault offenses, including simple assault and intimidation, make up an even larger percentage of all offenses in nonmetropolitan and rural districts than urban and suburban districts. Vandalism and trespassing are more common in urban and suburban districts. Disorderly conduct accounts for one-fourth (25%) of all suburban school crimes.

Time, Location, and Circumstances of Incidents

As Table 4 on Page 14 shows, about 66% of the incidents took place during regular school hours. About 22% of the incidents took place either before or after school. About 12% of the incidents took place while the school was closed. The percentage of school crimes taking place after school is closed may be overstated because of the underrepresentation of rural and nonmetropolitan districts, where these percentages are very low. More importantly, Table 4 reveals that suburban public school

districts, relative to the other types, had the highest *percentage* of incidents occurring during class hours (about 47 percent).

Table 5 shows additional important variation in the time when incidents occurred. As noted earlier, fewer incidents overall were reported on elementary campuses. However, half (50%) of all incidents that were reported to have occurred when schools were closed took place on elementary campuses, suggesting that elementary campuses are equally vulnerable to certain types of crimes. Middle and secondary schools had almost equal frequencies of incidents reported during class hours; elementary schools reported less than one-third as many incidents during class hours as either of the other campus types.

Over 70% of all incidents took place in the classroom, hallway, cafeteria, or common area of the school. About 10% of incidents took place in the parking lot or on the school bus. As Table 6 shows, *only about two percent of all reported incidents occurred during a sports event or other extracurricular activity.*

In over half (53%) of all reported cases it was not known if drug-, alcohol-, or gang-related circumstances existed. These circumstances existed in about another 16% of the incidents. About 10% of the incidents overall were reported to have gang-related circumstances; none of these occurred in rural settings, and about 79% of all incidents with gang-related circumstances occurred in urban districts. Since the urban settings associated with gang-related circumstances are overrepresented by the survey, the total amount of gang involvement is school crime is likely overstated.

Table 4. Time When Incidents Occurred in Varying Types of Districts

When the Incident Took Place	District Type									
	Urban		Suburban		Non-Metropolitan		Rural		All	
	Number	%	Number	%	Number	%	Number	%	Number	%
Before Class	411	8	147	6	48	11	6	7	612	8
During Class	2,025	38	1,119	47	134	31	10	43	3,288	40
Class Break	797	15	276	12	93	22	9	17	1,175	14
During Lunch	625	12	230	10	71	17	9	15	935	12
After School	775	15	319	13	63	15	6	12	1,163	14
School Closed	636	12	305	13	18	4	2	7	961	12
Total	5,269	100	2,396	100	427	100	42	100	8,134	100

Table 5. Time When Incidents Occurred on Various Types of Campuses

When the Incident Took Place	Campus Type: Both		Elementary		Middle		Secondary		All	
	Number	%	Number	%	Number	%	Number	%	Number	%
Before Class	25	7	76	5	287	9	224	7	612	8
During Class	149	42	423	30	1,330	42	1,386	43	3,288	40
Class Break	44	13	99	7	493	16	539	17	1,175	14
During Lunch	42	12	76	5	344	11	473	15	935	12
After School	58	17	250	18	469	15	386	12	1,163	14
School Closed	34	10	478	34	220	7	229	7	961	12
Total	352	100	1,402	100	3,143	100	3,237	100	8,134	100

Victims and Offenders

There were reported to be 4,384 victims of crime and 9,497 offenders. *The counts may reflect duplication:* that is, if a given individual committed an on-campus crime in September of the data collection period, and repeated the criminal behavior in November, he/she would be counted twice. Of the victims, 72% (3,165) were between the ages 12 and 18. Of the offenders, 82% (7,786) were between the ages of 12 and 18. Table 7 on Page 16 reports the number of victims and offenders by age group.

As Table 8 on Page 16 shows, the majority of victims (64%) and offenders (77%) were male. Of the 310 victims who were teachers, 198 (64%) were female. This

Table 6. Incidents Associated With Sports or Extracurricular Events by District Type

Sports/ Extracurricular Event	District Type: Urban		Suburban		Non-Metropolitan		Rural		All	
	Number	%	Number	%	Number	%	Number	%	Number	%
Non-Sports Related	5,195	98.6	2,300	96.0	419	98.1	39	92.9	7,953	97.8
Sports Event	45	0.9	66	2.8	6	1.4	3	7.1	120	1.5
Other Extracurricular	29	0.6	30	1.3	2	0.5	0	0	61	0.7
Total	5,269	100	2,396	100	427	100	42	100	8,134	100

Table 7. Victims and Offenders by Age Groups

Age Group	Number of Victims	Number of Offenders
4 - 5 Years Old	20	25
6 - 11 Years Old	590	931
12 - 18 Years Old	3,165	7,786
19 - 22 Years Old	42	178
23 - 65 Years Old	455	245
Unknown	112	332
Total	4,384	9,497

reflects the fact that the majority of the state's current teaching workforce is female (78% in 1994), rather than a disproportionately high number of women victims who are teachers — if anything, female teachers are *less* likely to be victims than would be expected on the basis of chance alone.

About 88% of victims were students. Students were also the most common offenders (88%). *Almost 17% of student offenders were not authorized to be on the campus where the offense was committed, and about 16% of all offenders were not authorized to be on the campus where the offense was committed.*

About 40% of the offenders (3,792) were arrested or handled by law enforcement authorities. Of the individuals arrested, 95% were unarmed. Of the victims, 98% either had no injuries (3,055 or 69%) or minor injuries (1,266 or 29%).

Table 8. Victims and Offenders by Gender

Gender	Victim	Offender
Male	2,787	7,339
Female	1,597	2,158
Total	4,384	9,497

CRIME REPORTING NEEDS, EXISTING SYSTEMS, AND IMPLICATIONS FOR SYSTEMS DEVELOPMENT

State and Local School Crime Information Needs

Despite some obvious overlap, information needs regarding school-based crime vary at local and state levels. At the local level, school officials and local law enforcement personnel need relatively detailed information about which students are involved in incidents, what kinds of incidents are occurring, and when and where incidents are taking place. For example, schools with extensive amounts of after-hours theft and vandalism may require development and implementation of very different plans from those with high rates of disorderly conduct occurring during class hours.

At the state level, information needs are by definition more global and reflect concern for policy decisions, such as funding for alternative education programs, administration of federal crime prevention program funds, trends in criminal activity statewide, and campus and district performance under the state accountability system.

Before considering implementation of a new school-based crime data reporting system to meet these needs, consideration should be given to information available through existing data reporting systems and the feasibility of expanding the capacity of those systems.

Major data collection systems exist in Texas for the collection of education data and crime data. These systems currently contain information related to arrests of school-age persons and the impact of delinquent behavior on the public education system.

Additional capacity can be built into existing data collection systems to maximize their usefulness regarding school crime. Expanding existing systems has the strategic advantage of allowing school crime data to be analyzed within the broader context of public education or criminal justice system information. For example, any student discipline information collected through PEIMS can be analyzed within the broader context of the student, staff, organization, and finance information available for campuses and districts. If appropriate data elements are built in, TEA and DPS could cross-reference files, linking crime information reported through law enforcement channels to education data reported through PEIMS.

The survey described in this report represents another option for collecting school-based crime information. Although statewide implementation of an incident-based reporting system by school personnel would be very costly to both the state and local education agencies, it also provides the most comprehensive information about school crime.

Education Data Reporting Systems

Data related to public education are collected primarily through the Public Education Information Management System (PEIMS). PEIMS creates a statewide database by drawing on existing local information systems. Information available from school districts falls into the categories of student, staff, finance, and organization data.

The accountability rating system for Texas public education recognizes that some schools offering an alternative program may need to be evaluated under different criteria than regular campuses. A number of programs qualify as alternative education campuses for accountability purposes, including disciplinary alternative campuses, campuses for adjudicated youth, and campuses for expelled youth. Beginning with the 1994-95 school year, TEA will be able to monitor the number of alternative campuses and the number of students attending these campuses. Characteristics of the students, the campuses and their staffs, and the districts in which they are located can also be analyzed. Also, beginning in 1993-94, districts identify those dropouts who are absent from school because they have been expelled due to criminal behavior.

Incident-level reporting is not consistent with the intent or structure of PEIMS. Any additional data collection through the PEIMS system would be a modification of the current student data record. For example, the student attendance record might be modified to include an indicator if the student was suspended or expelled during the six-week attendance period, and the reason for suspension or expulsion.

Additional data reporting requirements under PEIMS would result in some cost to the regional education service centers and TEA related to processing, verifying, and storing the data. These costs would be higher in the first year when one-time costs for activities such as writing new computer edit programs would be incurred. The costs would be determined by the magnitude of the new data reporting requirements.

Additional data reporting requirements would have a greater impact on school districts than the state. In concept, PEIMS is a transfer of data to the state that is already maintained by campuses and districts. Although campuses and districts undoubtedly keep records of student disciplinary actions, using the above example,

these records may not be kept in a format that is compatible with transfer to the state through PEIMS. The greater the modification to local record keeping, the greater the burden to local education agencies.

Crime Data Reporting Systems

The Uniform Crime Reporting (UCR) system is used by law enforcement agencies nationally to report criminal offenses and arrests based on a uniform classification and reporting system. Over one million offenses are reported annually by Texas law enforcement agencies to DPS. The crime data do not specify whether the crime was committed on public school property. Arrest data identify the age of the individual arrested, allowing analysis of arrest information for school-age persons, but providing no indication of whether the school-age person was enrolled in public school at either the time of arrest or the time the crime was committed.

Eleven Texas school district police departments participated in the UCR system by reporting summary information about campus crimes to DPS in 1993. Reports from these police departments reflect crimes and arrests on school property or at school-sponsored events that are criminal offenses under state or federal law. Like the school crime survey, the UCR includes crimes committed by anyone on school property, not just those committed by students. Although the 11 school districts participating in the UCR system are not representative of the state, they do include districts ranging in size from 6,000 students to almost 70,000 students, and include almost 10 percent of the students in the state.

The UCR systems provide information on arrests of school-age persons by all law enforcement agencies, and of crimes and arrests on school property for 11 Texas school districts. The UCR system is based on incident records; however, local law enforcement agencies report summary information to the state rather than incident-level information. The UCR summary reports do not provide information disaggregated by location of the crime beyond the local police department making the report. *Modifying the UCR system to provide separate summary reports for crimes and arrests on school property would require a considerable investment in a system that is being phased out.*

State law enforcement agencies are converting to the Texas Incident-Based Reporting System (TIBRS), in which every incident is reported in detail rather than on a summary basis. Collecting information on school crimes that are not reported to the police is not consistent with the intent and structure of TIBRS. *Any additional data collection through the TIBRS system would be a modification of the current crime incident report and could slow the voluntary adoption of TIBRS by law enforcement agencies.*

By including a field where school identifying information can be recorded on the incident report, serious crimes committed on school property that are reported to the local police could be identified. More extensive modification of TIBRS might include adding data elements specific to school-based crime, such as whether the victims and/or offenders are students or teachers and where on the campus the crime occurred. Given such modifications, and as increasing numbers of law enforcement agencies convert to the TIBRS, a state-level picture of more serious campus-based crime could emerge. In addition, the TIBRS data could be linked to PEIMS data for the campus, providing analysis within both the broader criminal justice context and public education context.

The cost of modifications to TIBRS would depend in part on the magnitude of change to the current system, but first year costs would be greater than subsequent annual costs. Just as the burden of changes to PEIMS falls to local education agencies, the burden of changes to TIBRS falls to local law enforcement agencies. This is especially true when adding data elements that reflect information not currently collected by police departments, such as the campus identification number. DPS is particularly sensitive to the issue of local data burden because participation in either UCR Summary or TIBRS by police departments is voluntary, unlike PEIMS where school districts are mandated to participate. Although TIBRS is the direction in which law enforcement data reporting is moving, only one police department has switched from UCR to TIBRS to date. As police departments update their information systems over time, they have been asked to make the switch from UCR to TIBRS at that time. *Mandating immediate statewide implementation of TIBRS, along with the modifications suggested above, would provide statewide information on school crime, but at considerable expense to local law enforcement agencies.*

Developing a School-Based Crime Reporting System

The survey described in this report represents a model of another option for collecting school-based crime information. Incident-based reporting by school personnel using a modified TIBRS reporting system specific to school crime would provide the most comprehensive information about school crime. The reporting would include all incidents of crime taking place on campuses, not just those reported to the police. In this regard the system would provide the most consistent picture of school crime because campus policies regarding contacting the police vary widely.

However, adopting a statewide, incident-based school crime reporting system would incur significant new costs at the state and local levels. In addition to costs related to data management, state or regional staff would be needed to provide ongoing training and technical assistance to school districts. Costs to schools would be greater than

those associated with modifications to PEIMS by an order of magnitude because crime data are not only not currently part of local automated information systems, but are generally neither collected nor maintained by schools. Furthermore, crime incident information is beyond the scope of the public education information with which schools are most familiar.

REFERENCES

Texas Comptroller of Public Accounts (1993). *Forces of Change: Shaping the Future of Texas. Austin,TX: Comptroller.*

Texas Education Agency (1994). *Safe Texas Schools: Policy Initiatives and Programs.* Policy Research Report (No. 3), GE4-170-10.

Appendix A: List of Participating Districts

Appendix A. Participating School Districts

District Category	District	Student Enrollment	Percent of Sample Total	Student Population Statewide	Percent of State Total
Over 50,000	Austin	71,664			
	Dallas	142,652			
	Fort Worth	72,114			
	Houston	200,445			
	San Antonio	59,544			
	Subtotal	**546,419**	**61.56%**	**665,552**	**18.48%**
25,000 to 49,999	Arlington	48,667			
	Klein	28,057			
	Lubbock	30,571			
	Northeast	43,122			
	Spring Branch	27,663			
	Subtotal	**178,080**	**20.06%**	**788,786**	**21.90%**
10,000 to 24,999	Alvin	10,305			
	Bryan	12,542			
	Edgewood	14,805			
	Edinburg	17,688			
	Pharr-San Juan-Alamo	19,578			
	Spring	19,367			
	Subtotal	**94,285**	**10.62%**	**768,657**	**21.34%**
5,000 to 9,999	Nacogdoches	5,978			
	Pflugerville	8,267			
	Pine Tree	5,109			
	Roma	5,611			
	Sherman	5,831			
	Subtotal	**30,796**	**3.47%**	**388,471**	**10.79%**
3,000 to 4,999	Denison	4,569			
	Snyder	3,545			
	Terrell	3,801			
	W Orange-Cove Consolidated	3,898			
	Subtotal	**15,813**	**1.79%**	**302,476**	**8.40%**

List of Participating Districts, continued

District Category	District	Student Enrollment	Percent of Sample Total	Student Population Statewide	Percent of State Total
1,600 to 2,999	Buna	1,703			
	Edna	1,729			
	Lampasas	2,759			
	Palacios	1,755			
	Somerset	2,090			
	Subtotal	**10,036**	**1.13%**	**298,462**	**8.28%**
1,000 to 1,599	Hardin	1,169			
	Ingram	1,264			
	Liberty Hill	1,032			
	Santa Rosa	1,103			
	West	1,423			
	Subtotal	**5,991**	**0.67%**	**149,065**	**4.14%**
500 to 999	Big Sandy	752			
	Holliday	856			
	Hubbard	516			
	Lone Oak	572			
	Maypearl	595			
	Subtotal	**3,291**	**0.37%**	**145,108**	**4.03%**
Under 500	Bushland	380			
	Glasscock	416			
	Gunter	421			
	Loraine	211			
	Martinsville	235			
	Masonic Home	130			
	Paint Creek	114			
	Petrolia	474			
	Thorndale	421			
	Three Way	128			
	Subtotal	**2,930**	**0.33%**	**95,262**	**2.64%**
	TOTAL	**887,641**	**100%**	**3,601,839**	**100%**
	Sample as percentage of total enrollment in state				**24.64%**

Appendix B: Copy of Data Collection Instrument

Texas Independent School District Crime Report

Summary Page

Name of School

County-District-Campus Code

Name of Preparer

Title

( ) Phone Ext.

Month and Year of Report _____

Number of days school held classes during the month: _____

Total number of incidents reported in this month: _____

If there were no incidents in this month, check this box. ☐

Signature of Superintendent or ISD Chief of Police

Deletion of **incident(s) previously reported** [Applicable only for deletion of entire incident(s)].

INCIDENT NUMBER	DATE OF THE INCIDENT
	Month / Day / Year
	Month / Day / Year
	Month / Day / Year
	Month / Day / Year
	Month / Day / Year
	Month / Day / Year

UCR-4 (5/94)

TEXAS I.S.D. CRIME REPORT

UCR-2 (5/94)

☐ INITIAL ☐ UPDATE/ADJUSTMENT **FORMS MUST BE RECEIVED BY 7TH DAY OF THE FOLLOWING MONTH** PAGE ____ OF ____

1. INCIDENT DATE: (MM/DD/YYYY)	2. COUNTY/DIST/CAMPUS#:	3. TIME OF INCIDENT: (MILITARY TIME)	4. INCIDENT NUMBER:

5. VICTIM(S)

(IF THERE IS NO VICTIM GO TO BLOCK #6) NUMBER OF VICTIMS ____ (IF MORE THAN 1, USE ADDITIONAL FORMS)

AGE:	SEX:	RACE:	ETHNICITY:	VICTIM TYPE: (CHECK ONE)	INJURY TYPE: (CHECK UP TO FIVE)
__	1 ☐ MALE 2 ☐ FEMALE	1 ☐ WHITE 2 ☐ BLACK 3 ☐ INDIAN 4 ☐ ASIAN	1 ☐ HISPANIC 2 ☐ NON-HISPANIC	1 ☐ STUDENT 2 ☐ TEACHER 3 ☐ ADMIN./COUNSELORS 4 ☐ MISC. STAFF 5 ☐ PARENT/GUARDIAN 6 ☐ ENROLLED OTHER SCHOOL 7 ☐ OTHER	1 ☐ NONE 2 ☐ BROKEN BONES 3 ☐ POSSIBLE INTERNAL INJURIES 4 ☐ SEVERE LACERATION 5 ☐ MINOR INJURY 6 ☐ MAJOR INJURY 7 ☐ LOSS OF TEETH 8 ☐ UNCONSCIOUSNESS

6. OFFENSE(S)

UCR OFFENSE: (WRITE IN)	CHECK ONE	UCR CODE:	BIAS CODE:	WEAPON: (UP TO THREE)
	1 ☐ ATTEMPT 2 ☐ COMPL.	___	__	11 ☐ FIREARM 12 ☐ HANDGUN 13 ☐ RIFLE 14 ☐ SHOTGUN 15 ☐ OTHER FIREARM 20 ☐ KNIFE/CUTTING INSTRUMENT 30 ☐ BLUNT OBJECT 35 ☐ MOTOR VEHICLE 40 ☐ HANDS, FIST, FEET, ETC. 50 ☐ POISON 60 ☐ EXPLOSIVE 65 ☐ FIRE/INCENDIARY 70 ☐ NARCOTICS/DRUGS 85 ☐ ASPHYXIATION 90 ☐ OTHER 95 ☐ UNKNOWN 99 ☐ NONE
UCR OFFENSE: (WRITE IN)	CHECK ONE	UCR CODE:	BIAS CODE:	WEAPON: (UP TO THREE)
	1 ☐ ATTEMPT 2 ☐ COMPL.	___	__	11 ☐ FIREARM 12 ☐ HANDGUN 13 ☐ RIFLE 14 ☐ SHOTGUN 15 ☐ OTHER FIREARM 20 ☐ KNIFE/CUTTING INSTRUMENT 30 ☐ BLUNT OBJECT 35 ☐ MOTOR VEHICLE 40 ☐ HANDS, FIST, FEET, ETC. 50 ☐ POISON 60 ☐ EXPLOSIVE 65 ☐ FIRE/INCENDIARY 70 ☐ NARCOTICS/DRUGS 85 ☐ ASPHYXIATION 90 ☐ OTHER 95 ☐ UNKNOWN 99 ☐ NONE
UCR OFFENSE: (WRITE IN)	CHECK ONE	UCR CODE:	BIAS CODE:	WEAPON: (UP TO THREE)
	1 ☐ ATTEMPT 2 ☐ COMPL.	___	__	11 ☐ FIREARM 12 ☐ HANDGUN 13 ☐ RIFLE 14 ☐ SHOTGUN 15 ☐ OTHER FIREARM 20 ☐ KNIFE/CUTTING INSTRUMENT 30 ☐ BLUNT OBJECT 35 ☐ MOTOR VEHICLE 40 ☐ HANDS, FIST, FEET, ETC. 50 ☐ POISON 60 ☐ EXPLOSIVE 65 ☐ FIRE/INCENDIARY 70 ☐ NARCOTICS/DRUGS 85 ☐ ASPHYXIATION 90 ☐ OTHER 95 ☐ UNKNOWN 99 ☐ NONE

7. TIME:

1 ☐ BEFORE SCHOOL 2 ☐ DURING CLASS 3 ☐ DURING CLASS BREAK 4 ☐ DURING LUNCH 5 ☐ AFTER SCHOOL 6 ☐ SCHOOL CLOSED

8. CIRCUMSTANCES

(UP TO 3 IF APPLICABLE)

1 ☐ ALCOHOL RELATED
2 ☐ DRUG RELATED
3 ☐ GANG RELATED
4 ☐ UNKNOWN

9. LOCATION

01 ☐ CLASSROOM
02 ☐ HALLWAY/CORRIDOR
03 ☐ CAFETERIA
04 ☐ COMMON AREA (OUTSIDE)
05 ☐ ADMINISTRATIVE OFFICES
06 ☐ PARKING LOT
07 ☐ SCHOOL BUS
08 ☐ GYM
09 ☐ AUDITORIUM
10 ☐ SPORTS FIELD
11 ☐ WAREHOUSE
12 ☐ RESTROOM
13 ☐ OTHER

DID INCIDENT OCCUR AT: (IF APPLICABLE)
1 ☐ SPORTS EVENT
2 ☐ OTHER EXTRACURRICULAR ACTIVITY

OFFENSE #2 __ __

OFFENSE #3 __ __

10. GRADE LEVELS

00 ☐ K-2
01 ☐ K-5
02 ☐ K-6
03 ☐ K-8
04 ☐ K-12
05 ☐ 3-5
06 ☐ 6
07 ☐ 6-8
08 ☐ 6-12
09 ☐ 7-8
10 ☐ 9
11 ☐ 9-12
12 ☐ 10-12
13 ☐ ALTER
14 ☐ OTHER (SPECIFY) ____

11. OFFENDER(S) [SUSPECT(S)/ARRESTEE(S)]

(COMPLETE IF KNOWN) NUMBER OF OFFENDER(S) ____ (IF MORE THAN 3 USE ADDITIONAL FORMS)

#:	AGE:	SEX:	RACE:	ETHNICITY:	OFFENDER TYPE: (CHECK ONE)	ARREST:	ARREST/CITATION CODE:	ARRESTEE ARMED WITH: (CHECK UP TO 2)
__	__	1 ☐ MALE 2 ☐ FEMALE	1 ☐ WHITE 2 ☐ BLACK 3 ☐ INDIAN 4 ☐ ASIAN	1 ☐ HISPANIC 2 ☐ NON-HISPANIC	1 ☐ STUDENT 2 ☐ TEACHER 3 ☐ ADMIN./COUNSELORS 4 ☐ MISC. STAFF 5 ☐ PARENT/GUARDIAN 6 ☐ ENROLLED OTHER SCHOOL 7 ☐ OTHER AUTHORIZED?: 1 ☐ YES 2 ☐ NO	1 ☐ YES 2 ☐ NO	___	01 ☐ UNARMED 11 ☐ FIREARM (TYPE NOT STATED) 12 ☐ HANDGUN 13 ☐ RIFLE 14 ☐ SHOTGUN 15 ☐ OTHER FIREARM 16 ☐ CUTTING INSTR. 17 ☐ CLUB/BRASS KNUCKLES 18 ☐ EXPL./INCEN. 19 ☐ OTHER (SPECIFY) ____

AT THE TIME OF INCIDENT OFFENDER WAS UNDER: 1 ☐ EXPULSION 2 ☐ IN-SCHOOL SUSPENSION 3 ☐ OUT-OF-SCHOOL SUSPENSION

#:	AGE:	SEX:	RACE:	ETHNICITY:	OFFENDER TYPE: (CHECK ONE)	ARREST:	ARREST/CITATION CODE:	ARRESTEE ARMED WITH: (CHECK UP TO 2)
__	__	1 ☐ MALE 2 ☐ FEMALE	1 ☐ WHITE 2 ☐ BLACK 3 ☐ INDIAN 4 ☐ ASIAN	1 ☐ HISPANIC 2 ☐ NON-HISPANIC	1 ☐ STUDENT 2 ☐ TEACHER 3 ☐ ADMIN./COUNSELORS 4 ☐ MISC. STAFF 5 ☐ PARENT/GUARDIAN 6 ☐ ENROLLED OTHER SCHOOL 7 ☐ OTHER AUTHORIZED?: 1 ☐ YES 2 ☐ NO	1 ☐ YES 2 ☐ NO	___	01 ☐ UNARMED 11 ☐ FIREARM (TYPE NOT STATED) 12 ☐ HANDGUN 13 ☐ RIFLE 14 ☐ SHOTGUN 15 ☐ OTHER FIREARM 16 ☐ CUTTING INSTR. 17 ☐ CLUB/BRASS KNUCKLES 18 ☐ EXPL./INCEN. 19 ☐ OTHER (SPECIFY) ____

AT THE TIME OF INCIDENT OFFENDER WAS UNDER: 1 ☐ EXPULSION 2 ☐ IN-SCHOOL SUSPENSION 3 ☐ OUT-OF-SCHOOL SUSPENSION

#:	AGE:	SEX:	RACE:	ETHNICITY:	OFFENDER TYPE: (CHECK ONE)	ARREST:	ARREST/CITATION CODE:	ARRESTEE ARMED WITH: (CHECK UP TO 2)
__	__	1 ☐ MALE 2 ☐ FEMALE	1 ☐ WHITE 2 ☐ BLACK 3 ☐ INDIAN 4 ☐ ASIAN	1 ☐ HISPANIC 2 ☐ NON-HISPANIC	1 ☐ STUDENT 2 ☐ TEACHER 3 ☐ ADMIN./COUNSELORS 4 ☐ MISC. STAFF 5 ☐ PARENT/GUARDIAN 6 ☐ ENROLLED OTHER SCHOOL 7 ☐ OTHER AUTHORIZED?: 1 ☐ YES 2 ☐ NO	1 ☐ YES 2 ☐ NO	___	01 ☐ UNARMED 11 ☐ FIREARM (TYPE NOT STATED) 12 ☐ HANDGUN 13 ☐ RIFLE 14 ☐ SHOTGUN 15 ☐ OTHER FIREARM 16 ☐ CUTTING INSTR. 17 ☐ CLUB/BRASS KNUCKLES 18 ☐ EXPL./INCEN. 19 ☐ OTHER (SPECIFY) ____

AT THE TIME OF INCIDENT OFFENDER WAS UNDER: 1 ☐ EXPULSION 2 ☐ IN-SCHOOL SUSPENSION 3 ☐ OUT-OF-SCHOOL SUSPENSION

SCHOOL DISTRICT NAME _____ PREPARED BY _____ ( ) PHONE _____ EXT

RETURN TO: TEXAS DEPARTMENT OF PUBLIC SAFETY
PO BOX 4143
AUSTIN TX 78765-4143
(512) 465-2091

INSTRUCTIONS FOR PREPARING REPORT

Please indicate if this is an initial report or an update/adjustment to previously submitted report. Check one (1) box.

1. **Incident Date**—Enter the month, day and year of the incident.
2. **County/District/Campus #**—Enter the identifying number assigned by Texas Education Agency (9-digit number).
3. **Time of Incident**—Enter the military time that the incident occurred (24-hour clock).
4. **Incident Number**—Enter the case/incident number that can be referred by our office. (Maximum 12 alphanumeric characters.)
5. **Victim Information**—*(if more than one (1) victim, enter the number of victims in blank provided at the top right of block #5)*
   AGE—Use two characters (01-99). Newborn up to one week use NB. If over one week, but less than one year use BB. Unknown use 00.
   SEX—check one.
   RACE—check one.
   ETHNICITY—check one.
   VICTIM TYPE—check one.
   INJURY TYPE—check up to five (5).
6. **Offense Information**—
   UCR OFFENSE (literal)—Print the Group 'A' and/or 'B' Offense as listed in boxes below.
   OFFENSE ATTEMPTED OR COMPLETED—Check one.
   UCR CODE—Enter the three-digit code listed next to the offense title from boxes below.
   BIAS CODE (if applicable)—Enter the two-digit code from list at bottom right.
   WEAPON TYPE (if applicable)—Check up to three (3) types of weapons used in commission of the offense being scored.
7. **Time**—Check the box that best describes when the incident took place.
8. **Circumstances** (if applicable)—Check the type of circumstance involved in the incident.
9. **Location**—Check one (1) type of location. If more than one offense per incident, enter the appropriate code(s) in boxes to the right. Check appropriate box if incident took place at sports event or extracurricular activity.
10. **Grade Levels**—Check the box that applies to the campus. If 00-13 do not apply, check box 14 and enter grade levels.
11. **Offender Information** (if known)—
    OFFENDER #—Enter offender sequence number (01-99).
    AGE—Enter age according to same guidelines as Victim Information.
    SEX—Check one.
    RACE—Check one.
    ETHNICITY—Check one.
    OFFENDER TYPE—Check one. AUTHORIZED—Check box that applies to the offender/suspect.
    ARREST—Check one.
    ARREST/CITATION CODE (if applicable)—Enter the appropriate three-digit code.
    ARRESTEE ARMED WITH—Check up to two (2) types of weapons confiscated.
    AT TIME OF INCIDENT OFFENDER WAS UNDER—Complete this block only if applicable.

Enter the School District name on line provided.
Sign form in the "Prepared By" block at bottom of page.
Enter phone number for person who is to be contacted for any corrections on this form.

GROUP "A" OFFENSE/ARREST CODES

CRIME VS. PERSONS	
Murder	09A
Negligent Manslaughter	09B
Kidnaping/Abduction	100
FORCIBLE SEX OFFENSES	
Forcible Rape	11A
Forcible Sodomy	11B
Sexual Assault with Object	11C
Forcible Fondling	11D
ASSAULT OFFENSES	
Aggravated Assault	13A
Simple Assault	13B
Intimidation	13C

CRIME VS. SOCIETY	
DRUG/NARCOTIC OFFENSES	
Sale/Manufacture of Opium/Cocaine and their deriv.	35C
Sale/Manuf. of Marijuana	35D
Sale/Manufacture of Synthetic Narcotics	35E
Sale/Manufacture of Other Dangerous Drugs	35F
Possession of Opium/Cocaine and their deriv.	35G
Possession of Marijuana	35H
Poss. of Synthetic Narcotics	35I
Poss. of Other Dangerous Drugs	35J
Drug Equipment Violation	35B
Weapon Law Violation	520

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Robbery	120
Arson	200
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Burglary	220
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Pocket-Picking	23A
Purse-Snatching	23B
Shoplifting	23C
Theft from Building	23D
Theft from Coin-Operated Machine	23E
Theft from Motor Vehicle	23F
Theft of Motor Vehicle Parts and Accessories	23G
All Other Larceny	23H
Motor Vehicle Theft	240
Stolen Property Offenses	280
Embezzlement	370
Destruction/Damage/Vandalism of Property	290
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CRIME VS. SELF	
Suicide	09C

GROUP "B" OFFENSE ARREST CODES

Curfew/Loitering Violation	90B	Drunkenness/Public Intoxication	90E	Trespass of Real Property	90J
Disorderly Conduct	90C	Liquor Law Violations	90G	Justifiable Homicide	90C
Driving Under Influence	90D				

BIAS-MOTIVATED CODES

RACIAL
- 11 Anti-White
- 12 Anti-Black
- 13 Anti-American Indian/Alaskan Native
- 14 Anti-Asian/Pacific Islander
- 15 Anti-Multi-Racial Group

RELIGIOUS
- 21 Anti-Jewish
- 22 Anti-Catholic
- 23 Anti-Protestant
- 24 Anti-Islamic (Moslem)
- 25 Anti-Other Religion
- 26 Anti-Multi-Religious Group
- 27 Anti-Atheism/Agnosticism

ETHNICITY/NATIONAL ORIGIN
- 31 Anti-Arab
- 32 Anti-Hispanic
- 33 Anti-Other Ethnicity/National Origin

SEXUAL
- 41 Anti-Male Homosexual (Gay)
- 42 Anti-Female-Homosexual (Lesbian)
- 44 Anti-Heterosexual
- 45 Anti-Bisexual
- 43 Anti-Homosexual (Gays and Lesbians)

Appendix C: Copy of DPS/UCR Handbook For Study Participants

TEXAS
INDEPENDENT SCHOOL DISTRICT
CRIME REPORT

INSTRUCTION MANUAL

Texas Department of Public Safety
Crime Records Service
Uniform Crime Reporting Section
PO Box 4143
Austin, Texas 78765
(512) 465-2091

UCR-28 (6/94)

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- Texas ISD Crime Report Summary Page
- Texas ISD Crime Report Form

INDEPENDENT SCHOOL DISTRICT INCIDENT REPORT INSTRUCTIONS

Check the box if the form being submitted is an initial report, or if an updated/adjusted form for a previously submitted report.
Indicate the number of page(s) in blanks provided at top right of the report form.

1. **Incident Date** - Give the month, day and year of the incident.

2. **County/District/Campus Number** - Give the identifying number assigned by the Texas Education Agency (9-digit number).

3. **Time of Incident** - Give the military time (24-hour) that the incident occurred.

4. **Incident Number** - Give your case/incident number that can be referenced by our office. (Maximum 12 alphanumeric characters)

5. **Victim Information** - Complete only if there is a victim pertaining to the offense that occurred.
If there is more than one (1) victim, enter number of victims in the blank provided at top right of block number 6. Use additional forms if necessary, keeping the same information in blocks 1-4.

Age - Use two characters (01-99). Newborn up to one week use NB. If over one week, but less than one year use BB. Unknown use 00.

Sex - check only one box.

Race - check only one box.

Ethnicity - check only one box.

Victim Type - check only one box.

Injury Type - check up to five boxes.

6. **Offense Information** - Enter only the three (3) most serious Group 'A' offenses and/or Group 'B' offenses that occurred during the incident.

UCR Offense Code (literal) - Write in the offense from the Group 'A' and/or Group 'B' offense list provided on back of the crime report form.

Offense Attempted/Completed - Check only one box.

UCR Code - Enter the three-digit code listed next to the offense titles from list provided on back of the crime report form.

Bias Code - (if applicable) Enter the two-digit code from the list provided on back of the crime report form.

Weapon Type - Check up to three (3) types of weapons involved during the incident.

7. **Time** - Check the box that best describes when the incident took place.

8. **Circumstances** - (if applicable) Check the type of circumstance involved in the incident.

9. **Location** - Check only one (1) type of location. If more than one (1) offense per incident and the location is different than the first, enter the appropriate code(s) in the boxes provided to the right. Also, show if incident occurred at a sports event or an extracurricular activity.

10. **Campus Grade Levels** - Check one (1) box that applies to the campus where incident occurred. If 00-13 do not apply, check box 14 and enter the grade levels for that particular campus.

11. **Offender Information** - (if known)[can be updated later]

Offender# - Enter offender sequence number (01-99) for each offender involved in incident. If more than three (3) offenders use additional forms using same information in blocks 1-4.

Age - Enter the age according to same set of guidelines as given for Victim segment.

Sex - Check only one box.

Race - Check only one box.

Ethnicity - Check only one box.

Offender Type - Check only one box. Also, indicate whether or not offender was authorized to be on campus.

Arrest - Check only one box.

Arrest/Citation Code - (if applicable) Enter the appropriate three-digit code from the list provided on back side of incident report form. If more than one (1) arrest/citation, enter the **most** serious.

Victim Armed With - Check up to two (2) types of weapons confiscated from the arrestee. If other weapon is confiscated, please specify in blank provided.

At Time of Incident Offender Was Under - (if applicable) Check the box that best applies to the offender.

12. **School District Name** - Enter the school district name on the line provided at the bottom of the form.

13. **Prepared By** - Person who completes form must sign on blank provided at bottom.

14. **Phone** - Enter the phone number for person who is to be contacted in regarding any corrections for this report.

Jurisdictional Reporting Rules
Independent School Districts

To eliminate any double-reporting of offenses, every law enforcement agency/school campus must follow the same reporting procedures regarding jurisdictional boundaries. Offenses which occur on a school campus or divisions thereof should report the incident regardless of who takes over investigation or control of the case. This will also lead to more accurate statistics showing all those offenses which occur solely on school grounds.

If there is a law enforcement agency on an independent school district campus ,the offense must be scored on their report regardless if the investigation is turned over to another authority. If there is **no** law enforcement agency within an independent school district campus, the primary report may be taken by the city/county agency; however the offense should be counted on the Texas ISD Crime Report form and UCR report (if applicable).

OFFENSE DEFINITIONS:
According to Federal Bureau of Investigation's,
Uniform Crime Reporting Handbook: NIBRS Edition.

CRIMES AGAINST PERSONS

Murder - The willful (nonnegligent) killing of one human being by another.

Negligent Manslaughter - The killing of another person through negligence.

Kidnaping/Abduction - The unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

Forcible Rape - the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Aggravated Assault - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Simple Assault - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

DRUG/NARCOTIC OFFENSES

Sale/Manufacturing of Opium/Cocaine and their derivatives (e.g. "crack", morphine, heroin, codeine, etc.)
Sale/Manufacturing of Marijuana
Sale/Manufacturing of Synthetic Narcotics (e.g. Demerol, methadones, etc.)
Sale/Manufacturing of Other Dangerous Drugs (e.g. barbiturates, Benzedrine, intoxicant inhalants, etc.)

Possession of Opium/Cocaine and their derivatives (e.g. "crack", morphine, heroin, codeine, etc.)
Possession of Marijuana
Possession of Synthetic Narcotics (e.g. Demerol, methadones, etc.)
Possession of Other Dangerous Drugs (e.g. barbiturates, Benzedrine, intoxicant inhalants, etc.)

The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Drug Equipment Violations - The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

Weapon Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

CRIMES AGAINST PROPERTY

Robbery - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Arson - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Extortion/Blackmail - To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Pocket-Picking - The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft. **NOTE:** If there was force of any kind, score offense as Robbery.

Purse-snatching - The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. **NOTE:** If the purse is in a room or locker and left for any period of time, the theft should be classified under Theft from Building. If there was forced used on victim of any kind the offense should be Robbery.

Shoplifting - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

Theft from Building - A theft from within a building which is either open to the general public or where the offender has legal access during normal operating hours.

Theft from Coin-Operated Machine or Device - A theft from a machine or device which is operated or activated by the use of coins.

Theft from Motor Vehicle - The theft of articles from a motor vehicle, whether locked or unlocked.

Theft of Motor Vehicle Parts or Accessories - The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation.

All Other Larceny - All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

Motor Vehicle Theft - The theft of a motor vehicle.

Stolen Property Offenses - Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.

Embezzlement - The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Destruction/Damage/Vandalism of Property - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Bribery - The offering, giving, receiving, or soliciting of any thing of value (i.e., a bribe, gratuity, or kickback) to sway the judgment or action of a person in a position of trust or influence.

CRIMES AGAINST SELF

Suicide - self-termination.

GROUP 'B' OFFENSES

Curfew/Loitering/Vagrancy Violations - The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

Disorderly Conduct - Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality. **NOTE:** *(Students/persons involved in physical contact with one another should NOT be scored as disorderly conduct. If there is contact, this will be counted as either simple assault or aggravated assault depending on the type of weapon and/or injury.* See definitions under Group 'A' Offenses for criteria under assaults.*)*

Driving Under the Influence - Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

Drunkenness - To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired.

Liquor Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Trespass of Real Property - To unlawfully enter land, a dwelling, or other real property.

Justifiable Homicide - The killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty; or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual. (NOT A CRIME)

BIAS-MOTIVATED OFFENSES

RACIAL - Anti-White, Anti-Black, Anti-American Indian/Alaskan Native, Anti-Asian/Pacific Islander and Anti-Multi-Racial Group.

Racial Bias - A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin; eyes and/or hair; facial features; etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.).

RELIGIOUS - Anti-Jewish, Anti-Catholic, Anti-Protestant, Anti-Islamic (Moslem), Anti-Other Religion, Anti-Multi-Religious, and Anti-Atheism/Agnosticism.

Religious Bias - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists, etc.).

ETHNICITY/NATIONAL ORIGIN - Anti-Arab, Anti-Hispanic and Anti-Other Ethnicity/National Origin.

Ethnicity/National Origin Bias - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics, etc.).

SEXUAL - Anti-Male Homosexual (Gay), Anti-Female Homosexual (Lesbian), Anti-Heterosexual, Anti-Bisexual, and Anti-Homosexual (Gays and Lesbians).

Sexual Orientation Bias - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals, etc.).

Bias Crime - A criminal offense committed against a person or property which is motivated, in whole or in part, by the offenders bias against a race, religion, ethnic/national origin group, or sexual orientation group.

VICTIM DATA

Victim data are collected to describe the victims involved in the incident. A separate set of victim data is to be submitted for each of the (up to 999) victims involved in the incident. There must be at least one set of victim data for each crime incident.

AGE OF VICTIM (mandatory entry if there is a victim)

If the victim was a person (individual), his/her age is to be reported as either an exact age or unknown. The following are the age categories:

NB - 1-6 days old
BB - 7-364 days old
01 - 98 years old - (report the exact age)
99 - Over 98 years old
00 - Unknown

SEX OF VICTIM (mandatory entry if there is a victim)

If the victim was a person (individual), his/her sex is to be indicated as:

Male
Female

RACE OF VICTIM (mandatory entry if there is a victim)

If the victim was a person (individual), his/her race is to be reported as one of the following:

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Black - A person having origins in any of the black racial groups of Africa.
American Indian or Alaskan Native - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

ETHNICITY OF VICTIM (mandatory entry if there is a victim)

If the victim was a person (individual), his/her ethnic origin is reported as:

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Non-Hispanic

VICTIM TYPE (mandatory entry if there is a victim)

If the victim was a person (individual), his/her description type is reported as one of the following:

Student - A person who is enrolled (currently) at the school campus where the incident occurred.
Teacher - A person who is employed (currently) at the school campus where the incident occurred. The teacher must be a full-time employee. Teachers' aides or substitute teachers are not counted in this victim type.
Admin./Counselors - A person who is employed (currently) at the school campus where the incident occurred. Included in this victim type are: Superintendents, principals, assistant principals, school counselors, school psychologists, etc.
Misc. Staff - A person who is employed (currently) at the school campus where the incident occurred. Included in this victim type are: Secretaries, teachers' aides, substitute teachers, janitors, cafeteria workers, maintenance personnel, etc.
Parent/Guardian - A person who is a parent/guardian of a student who is currently enrolled, or has been previously enrolled in the school campus where the incident occurred.
Enrolled Other School - A person who is a student from another school campus.
Other - A person who does not fall under the previously mentioned categories.

VICTIM INJURY TYPE (mandatory entry if there is a victim)

To describe the type(s) of bodily injury suffered as a result of certain offenses, report up to five of the following injury types for each victim (individual):

None
Apparent Broken Bones
Possible Internal Injuries
Severe Laceration
Minor Injury - (i.e. scratches, bumps, bruises, black-eye, minor abrasions, etc.)
Major Injury - (i.e. any other injury which is not included in list, puncture wounds, death, etc.)
Loss of Teeth
Unconsciousness

OFFENSE DATA

Offense data describe the various types of offenses involved in the incident and are reported for each of the (up to) three most serious Group 'A' and Group 'B' offenses in the incident (as determined by the reporting agency). Information on at least one offense must be included in each Group 'A' or Group 'B' Crime Report.

Care must be taken to identify all offenses involved in an incident, for example, a rape case might also involve the crimes of motor vehicle theft and kidnaping, and they should all be reported. Care must also be taken to ensure that each offense which is reported as a separate, distinct crime, rather than just a part of another offense. For example, every robbery includes some type of assault; but because the assault is an element which makes up the crime of robbery, only Robbery should be reported. If during a robbery, however, the victim is forced to engage in sexual relations, both Robbery and Forcible Rape should be reported, as forced sexual intercourse is not an element of robbery. Burglary is another example in that it almost always includes a larceny offense. Because burglary is, however, defined in terms of theft, only the burglary is to be reported.

UCR OFFENSE (LITERAL) (mandatory entry)

Report the offense title for the most serious offenses (up to three) involved in the incident. The offense title is entered only once for each victim of the incident. These offense titles are listed on the back of the ISD Crime Report form.

OFFENSE ATTEMPTED/COMPLETED (mandatory entry)

For each offense within an incident, record whether the crime was attempted or completed. It should be noted that an attempted murder is to be reported as Aggravated Assault, and all Assault Offenses are to be reported as "Completed".

UCR CODE (mandatory entry)

Report the offense code for the most serious offenses (up to three) involved in the incident. The offense code is entered only once for each victim of the incident. These offense codes are listed on the back of the ISD Crime Report form next to the offense title.

BIAS CODE (if applicable)

Because of the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias against a racial, religious, ethnic/national origin, or sexual orientation group. These two-digit codes are listed on the back of the ISD Crime Report form. If the offense is a Group 'B' offense nothing should be entered in this category.

TYPE OF WEAPON/FORCE INVOLVED (if applicable)

Up to three types of weapons/force used by the offender in committing certain crimes can be recorded. If the offense is a Group 'B' offense nothing should be entered in this category.

When reporting the weapons used, select the most specific weapon-type listed, e.g., a revolver should be reported as "Handgun" rather than "Firearm". If a weapon was used that could be employed in several ways, choose the weapon-type that indicates how the weapon was used. For example, if a bottle was used in the commission of a murder, report "Blunt Object" if the victim was beaten or "Knife/Cutting Instrument" if the victim was cut or stabbed.

TIME DATA
(mandatory entry)

Record the appropriate time in which the initial incident took place. Only one box should be checked. The appropriate times are as follows:

Before School - incident occurred before the initial time in which classes begin.
During Class - incident occurred during normal class hours.
During Class Break - incident occurred during the interim time in which classes end and begin.
During Lunch - incident occurred during the interim time in which the lunch time is designated.
After School - incident occurred after the time in which all classes end on the school campus.
School Closed - incident occurred when there are no formal classes scheduled for that particular time frame.

CIRCUMSTANCES
(if applicable)

Record the appropriate circumstances involved in the incident if known. The following apply:

Alcohol Related - alcohol was determined to be a contributing factor in the commission of the incident.
Drug Related - drugs (of any kind) was determined to be a contributing factor in the commission of the incident.
Gang Related - gangs and/or gang activity was determined to be a contributing factor in the commission of the incident, whether or not the individual victim(s) or offender(s) were suspected gang members.
Unknown - a determination as to the aforementioned categories could not be resolved.

LOCATION
(mandatory entry)

One of the following location types should be reported to show where each offense took place:

Classroom
Hallway/Corridor
Cafeteria
Common Area (outside) - an area in which student/faculty have access to gather and is not located within a building (i.e. atrium, picnic area, playgrounds, assigned smoking area, etc.)
Administrative Offices - offices where administration/counselor personnel is located.
Parking Lot
School Bus - whether or not the bus is mobile (en-route).
Gym
Auditorium
Sports Field - (i.e. baseball, soccer, football, etc.)
Warehouse
Restroom
Other - an area which does not fall in the specific aforementioned categories (i.e. in front of school building, bus-stop, etc.)

If more than one offense, enter the two-digit code into the appropriate boxes provided.

DID INCIDENT OCCUR AT: (if applicable)

Record whether the incident took place during a school sponsored:

Sports Event - (i.e. football game, basketball game/tournament, baseball game/tournament, etc.)

Extracurricular Activity - (i.e. speech tournament, school dance, pep rally, etc.)

GRADE LEVELS

(mandatory entry)

Record the appropriate grade level for the campus in which the incident took place.

OFFENDER DATA
(if known)

Offender data include characteristics (age, sex, and race) of each offender (up to 99) involved in a crime incident whether or not an arrest has been made. The object is to capture any information known to law enforcement concerning the offenders even though they may not have been identified. There are, of course, instances where no information about perpetrators is known.

OFFENDER SEQUENCE NUMBER (mandatory entry if offender/suspect known)

Each offender in the incident is to be assigned a sequence number from "01" to "99". A separate set of offender data is to be submitted for each numbered offender.

AGE (mandatory entry if offender/suspect known)

The age of each numbered offender is to be reported either as an exact age or as unknown. Record one of the following:

01 to 98 Years Old - report the exact age.
99 - Over 98 Years Old
00 - Unknown

SEX OF OFFENDER (mandatory entry if offender/suspect known)

The sex of the offender is to be indicated:

Male
Female

RACE OF OFFENDER (mandatory entry if offender/suspect known)

The race of the offender is to be indicated as one of the following:

White
Black
American Indian/Alaskan Native
Asian/Pacific Islander

OFFENDER TYPE (mandatory entry if offender/suspect known)

The offender type is to be reported as one of the following:

Student - A person who is enrolled (currently) at the school campus where the incident occurred.
Teacher - A person who is employed (currently) at the school campus where the incident occurred. The teacher must be a full-time employee. Teachers' aides or substitute teachers are not counted in this offender type.
Admin./Counselors - A person who is employed (currently) at the school campus where the incident occurred. Included in this type are: Superintendents, principals, assistant principals, school counselors, school psychologists, etc.

Misc. Staff - A person who is employed (currently) at the school campus where the incident occurred. Included in this type are: Secretaries, teachers' aides, substitute teachers, janitors, cafeteria workers, maintenance personnel, etc.
Parent/Guardian - A person who is a parent/guardian of a student who is currently enrolled, or has been previously enrolled in the school campus where the incident occurred.
Enrolled Other School - A person who is a student from another school campus.
Other - A person who does not fall under the previously mentioned categories.

AUTHORIZATION (mandatory entry if offender/suspect known)

Authorized - A person who has authorization to be on the campus where the incident occurred, determined by individual school campus procedures and/or policy.
Not-Authorized - A person who does not have authorization to be on the campus where incident occurred, determined by the individual school campus procedures and/or policy.

ARREST (mandatory entry)

Record whether or not the offender was arrested and/or cited.

ARREST/CITATION CODE (mandatory entry if arrest/citation issued)

If there was an arrest and/or citation issued to the offender(s), the two-digit code for that offense must be entered. The two-digit codes are listed on the back side of the ISD Crime Report. If the offender(s) have more than one charge lodged against him/her, list the most serious offense only. Determination of the most serious offense is at the discretion of the reporting agency.

ARRESTEE ARMED WITH: (mandatory entry if arrest/citation issued)

Indicate whether the arrestee was armed with a commonly known weapon at the time of his/her apprehension. Up to two weapons can be reported.

AT TIME OF INCIDENT OFFENDER WAS: (if applicable)

Indicate whether the offender was one of the following:

Under Expulsion - When a school district ceases to provide all educational services to a student (except for disabled children).
Out Of School Suspension - Removal of a student from the regular educational program for up to six (6) days within a semester.
In School Suspension - Removal of a student to an alternative setting.

GUIDELINES FOR REPORTING OFFENSES

Regardless of the type of offense committed, blocks 1-4 **must be completed in full on all page(s) submitted.**

Group 'A' Offenses

If a Group 'A' Offense was committed involving victim(s), complete blocks 5, 6, 7, 8 (if applicable), 9, 10 and 11 (if offender(s)/suspect(s) are known).

If a Group 'A' Offense was committed involving no victim, complete blocks 6, 7, 8 (if applicable), 9, 10 and 11 (if offender(s)/suspect(s) are known).

Offenses where there is not a victim include: drug offenses, weapon law violations, burglary, all larceny-theft offenses, motor vehicle theft, stolen property offenses, and destruction/damage/vandalism offenses.

Group 'B' Offenses

If a Group 'B' Offense was committed complete blocks 6 (first 3 categories only), 7, 8 (if applicable), 9, 10, and 11 (if offender(s)/suspect(s) are known).

UPDATES/ADJUSTMENTS
TO REPORTS PREVIOUSLY SUBMITTED

If there is an update or adjustment to a previously submitted report check the box located at the top left of the Texas ISD Crime Report form.

Blocks 1-4 **must be completed** and must be the same data which was on the previous report. (Make sure the Incident/Case number is entered exactly as it was on previous report.)

Blocks 5-11 can be updated/adjusted to reflect any additional or erroneous data which was submitted on previous report. These changes can be a result of inaccurate/incomplete reports, or as a result of law enforcement investigation. Updates/Adjustments can be submitted at any later date only if the report was already received by our office.

When a report is found either through investigation or by the complainant to be false in nature, the report must be deleted from your statistics. On the bottom of the Texas ISD Crime Report Summary Page is a place to enter the incident that needs to be deleted. Enter the exact incident number and incident date as it was submitted to our office on the report form. This is all the information we need to delete the incident. **Do not submit** another Crime Report form for the incident. If there is only a change or correction to the report, do not delete the incident. Send an update/adjustment report (see UPDATES/ADJUSTMENTS TO PREVIOUSLY SUBMITTED REPORTS detailed above.)

COMPLIANCE STATEMENT

TITLE VI, CIVIL RIGHTS ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION 5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

(1) acceptance policies on student transfers from other school districts;

(2) operation of school bus routes or runs on a nonsegregated basis;

(3) nondiscrimination in extracurricular activities and the use of school facilities;

(4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;

(5) enrollment and assignment of students without discrimination on the basis of race, color, or national origin;

(6) nondiscriminatory practices relating to the use of a student's first language; and

(7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Office for Civil Rights, U.S. Department of Education.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiation, the sanctions required by the Court Order are applied.

TITLE VII, CIVIL RIGHTS ACT OF 1964 AS AMENDED BY THE EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972; EXECUTIVE ORDERS 11246 AND 11375; EQUAL PAY ACT OF 1964; TITLE IX, EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE-HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED; IMMIGRATION REFORM AND CONTROL ACT OF 1986; AMERICANS WITH DISABILITIES ACT OF 1990; AND THE CIVIL RIGHTS ACT OF 1991.

The Texas Education Agency shall comply fully with the nondiscrimination provisions of all federal and state laws, rules, and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age, or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration). The Texas Education Agency is an Equal Employment Opportunity/Affirmative Action employer.

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